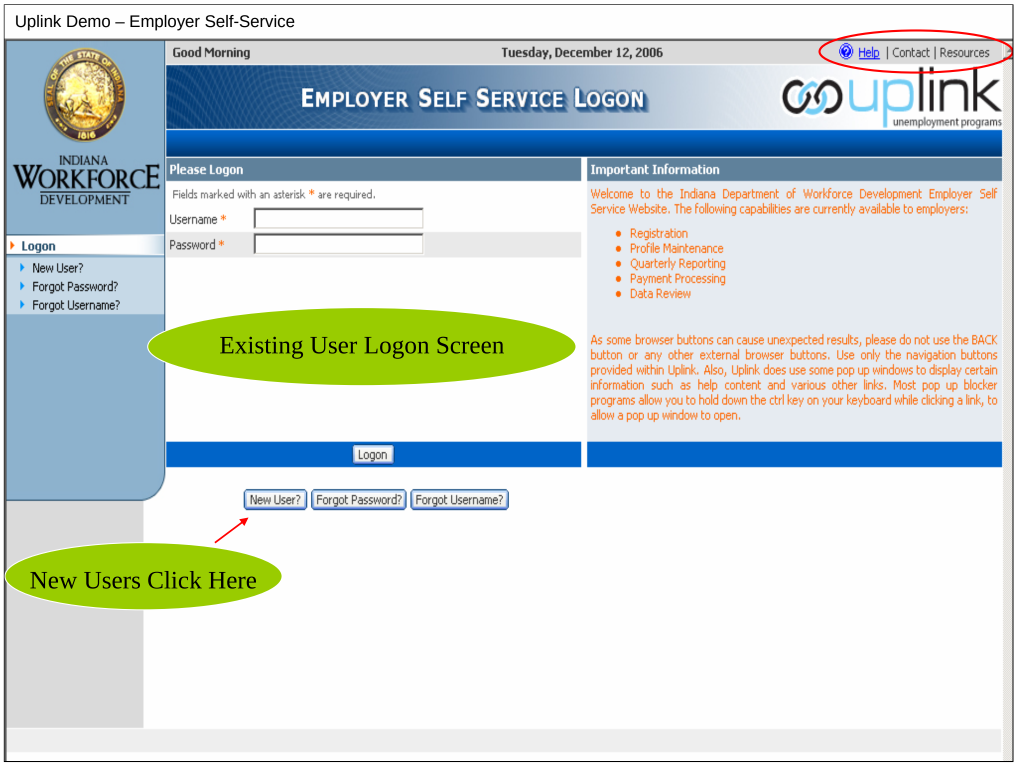
This introduction provides a preview of the new Uplink Employer Self-Service screens.

Each page contains a screen picture showing a section of the new system.
The lower half of each page has text containing information about the screen. This is a sampling of many of the main screens, but not all system screens.

Since some of screens you will be using will open in a second window we recommend that browser pop-up blockers be turned off when using the Uplink system.



This is the logon screen for accessing the Uplink Employer Self-Service System. By providing a username and password, you can gain access to your account to review and update your account information.

If you have already established an Uplink account, you can logon right away by entering your Username and Password and clicking the ‘Logon’ button. If you are a new user, click the ‘New User’ button, or the link on the navigation pane, to start the account creation process.

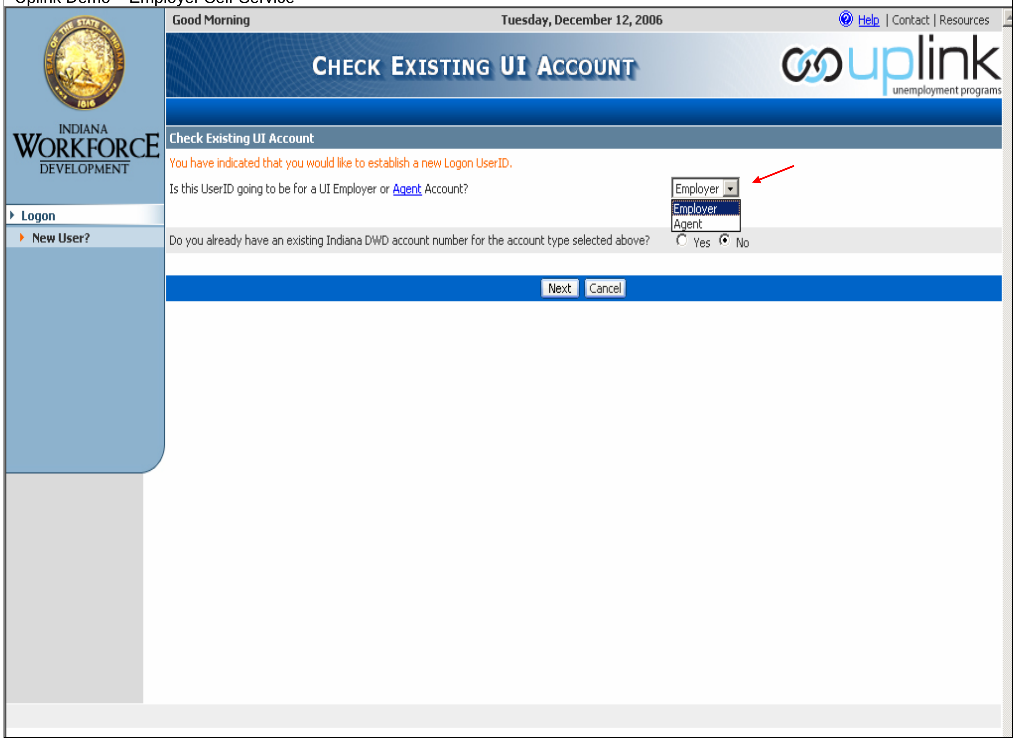
The Important Information section at the top right portion of the screen will provide you with information about the kinds of activities you can complete by using the Employer Self-Service System.

You will return to this screen again after logging off the Employer Self-Service system.

Uplink Helpful Hints ~

If you’ve forgotten your username or password, buttons are ‘up front and center’ to help you get answers. You can also click the ?Help button at the top right of the screen for more information.

Uplink Demo – Employer Self-Service

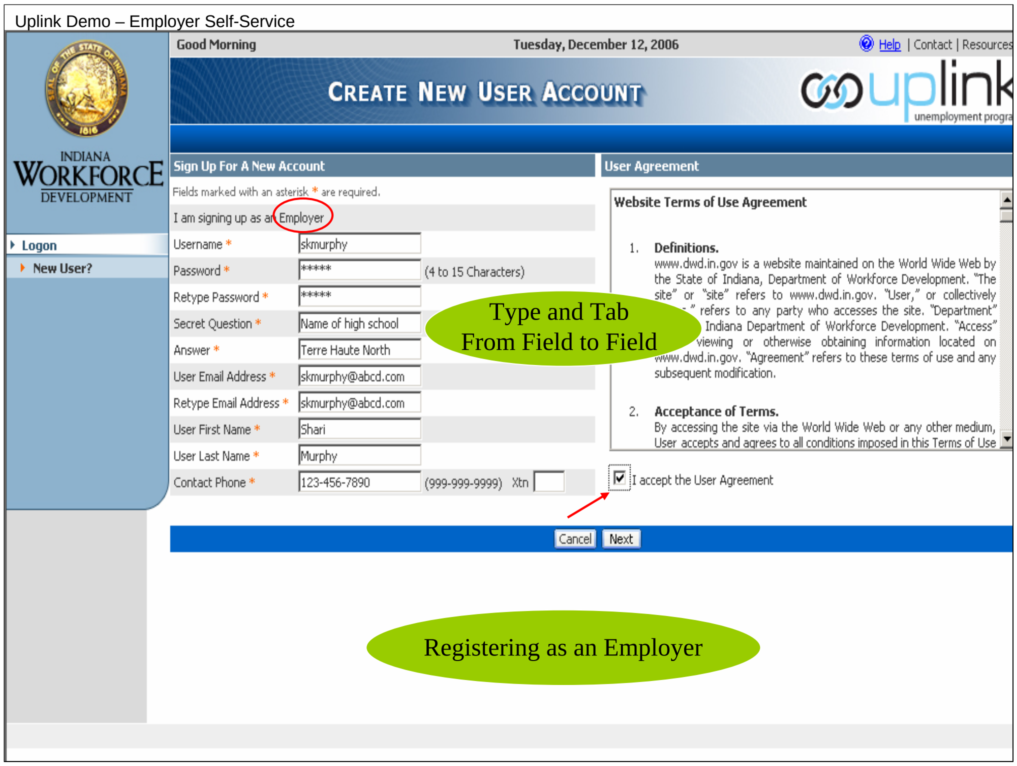


You will reach this screen when you click the 'New User' button on the Logon screen. On this screen you are asked to register as a UI (unemployment insurance) Employer or as an Agent. You are asked to make your selection from the drop-down box choices using the list arrow.

Click on the 'Yes' button if you have never had an Uplink User ID but have an existing DWD account number.

Uplink Helpful Hints ~

If you see an underlined word or phrase on the screen you can click on that text to access the Help system and learn more about that term.



Creating a new Uplink user account starts with basic information such as a personalized username, password, and security question.

Don’t forget to read and click the check box to Accept the User Agreement.

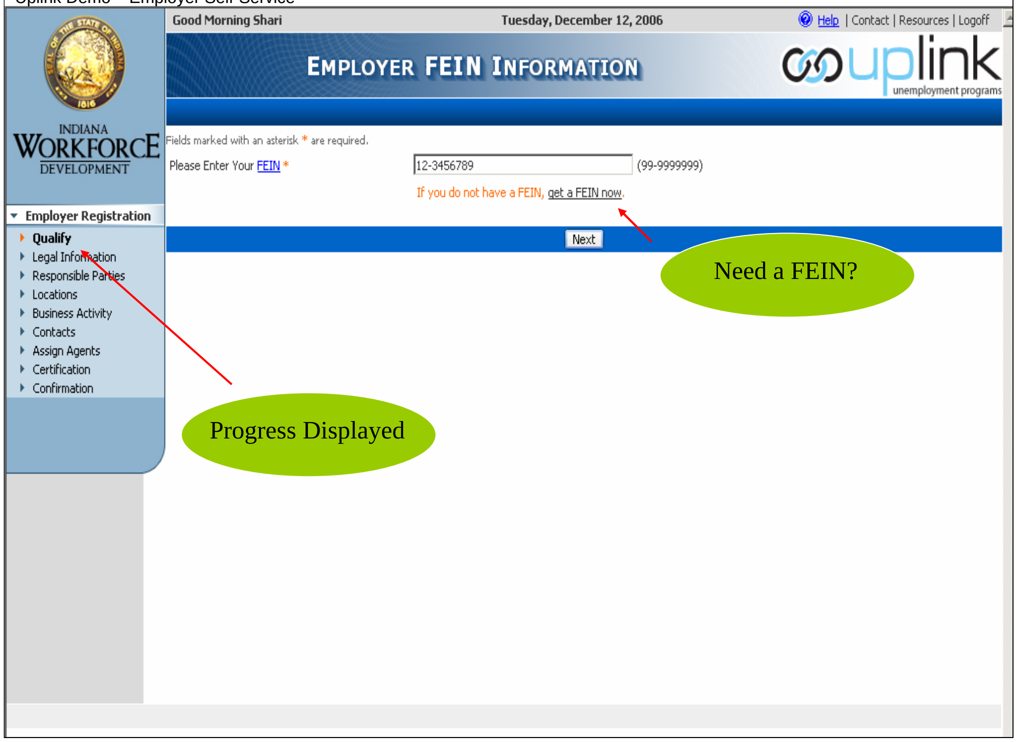
Now that you have created your user account, click on the ‘Next’ button to advance to the logon screen and access your account.

Both employers and agents can register in Uplink. The following pages will provide information for those registering as a UI Employer.

Uplink Helpful Hints ~

The orange asterisks * indicate required entry fields.

Uplink Demo – Employer Self-Service

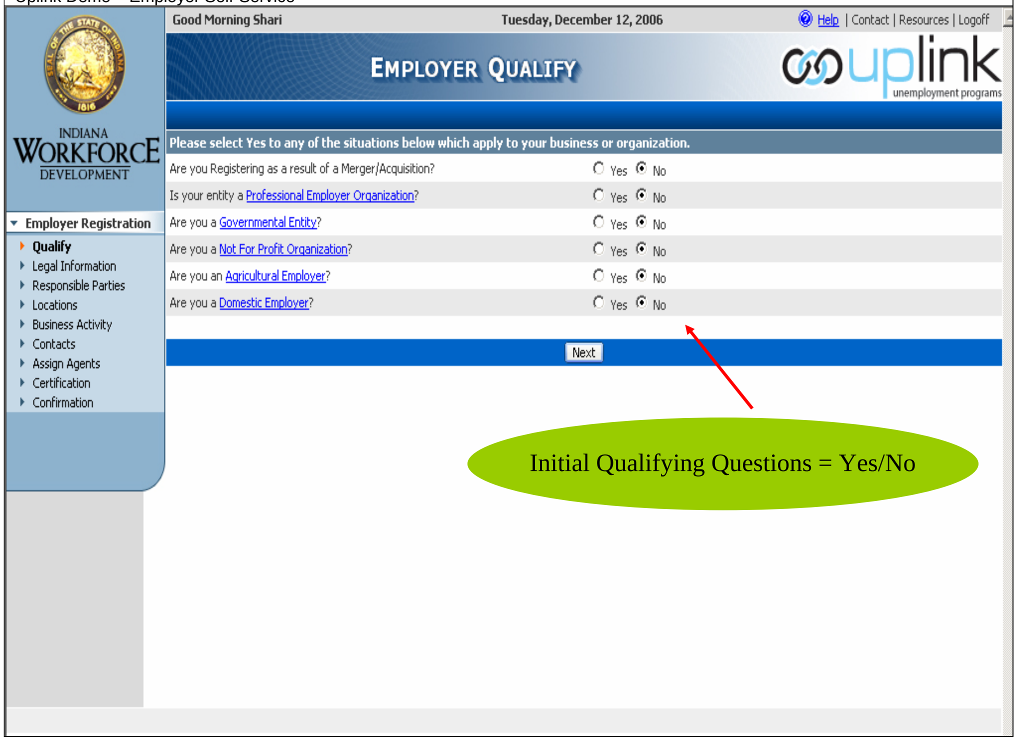


You have reached this screen by logging on with your new User ID and are now ready to register as a new employer. On this screen you will need to enter your FEIN (Federal Employer Identification Number) to begin creating a new account. If you need a new FEIN there is a link provided that will take you to the IRS website. The entry of a FEIN is required prior to proceeding with the registration process.

Uplink Helpful Hints ~

Notice the left navigation bar; the orange arrow lets you know which screen you are working on, and your progress within each section.

Uplink Demo – Employer Self-Service



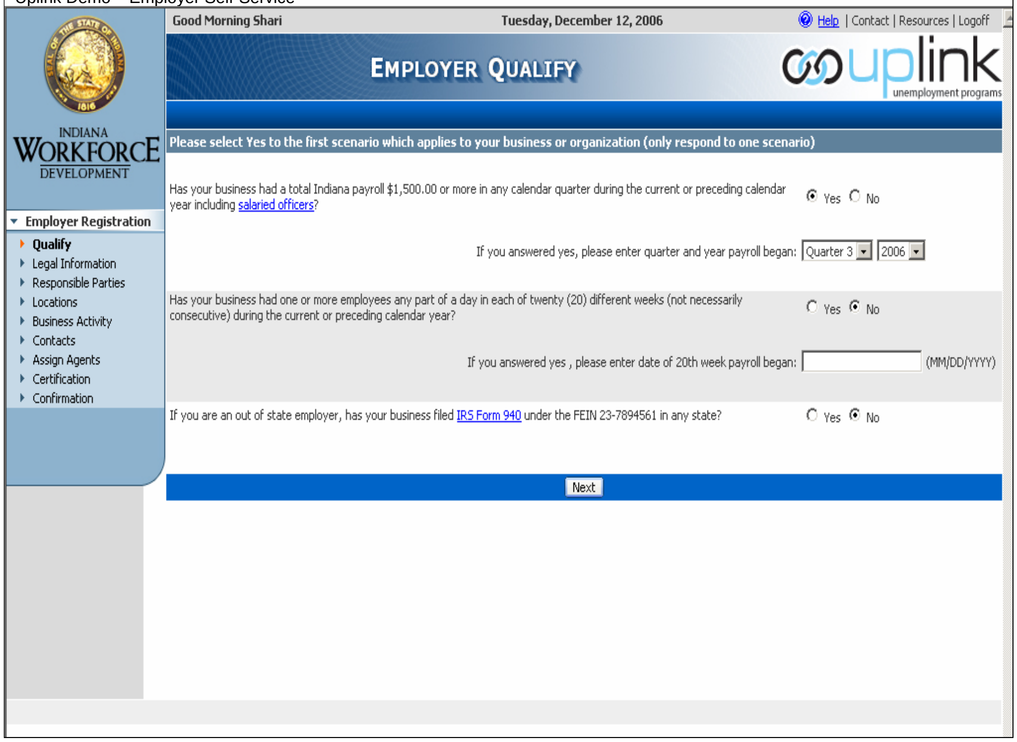
On this screen you are asked several qualifying questions to determine which type of account you need to establish. You select the ‘Yes/No’ buttons to provide your answers. Please answer all that apply to your business or organization. If none of the questions apply to your business you can advance to the next screen by clicking on the ‘Next’ button.

Based on your answers the Uplink system may ask you additional questions related to your registration.

Uplink Helpful Hints ~

The left navigation bar gives you a topic preview of the upcoming screens.

Uplink Demo – Employer Self-Service



Additional qualifying questions are asked on this screen to make sure you meet the requirements to register for a new account.

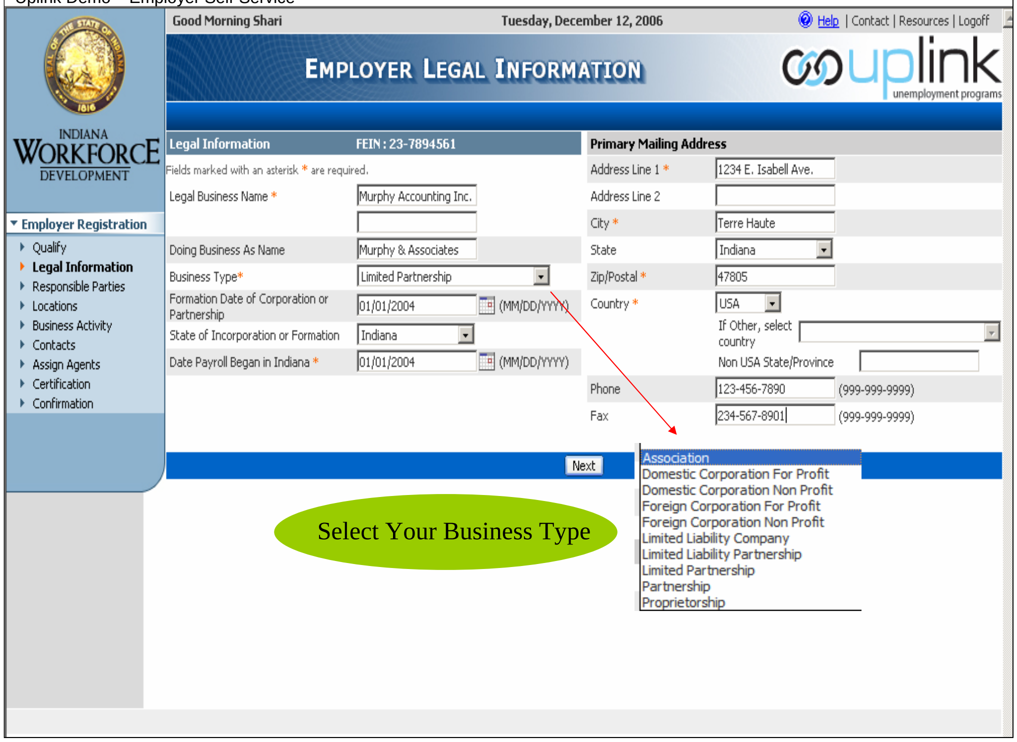
Please select 'Yes' to the first scenario which applies to your business or organization (only respond to one scenario).

The phrase 'payroll began' refers to the payroll period in which the qualifying event occurred, not the first date wages were paid.

Uplink Helpful Hints ~

Click on the Contact link at the top right of the screen to access helpful telephone numbers at DWD.

Uplink Demo – Employer Self-Service

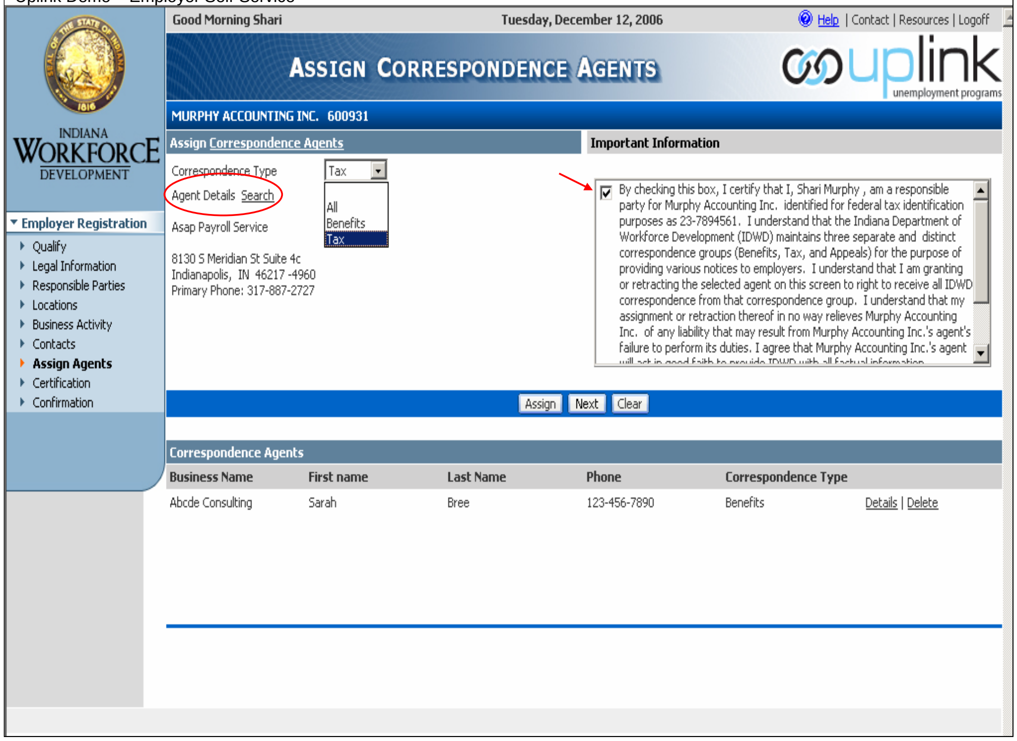


On this screen you will enter legal information about your business or organization. You are also asked to enter information about your primary mailing address.

Uplink Helpful Hints ~

You may click on the calendar icon to select your dates instead of entering them manually.

Uplink Demo – Employer Self-Service



This screen allows you to assign a correspondence agent as your representative to receive employer correspondence relating to appeals, benefits, and/or tax from the Indiana Department of Workforce Development.

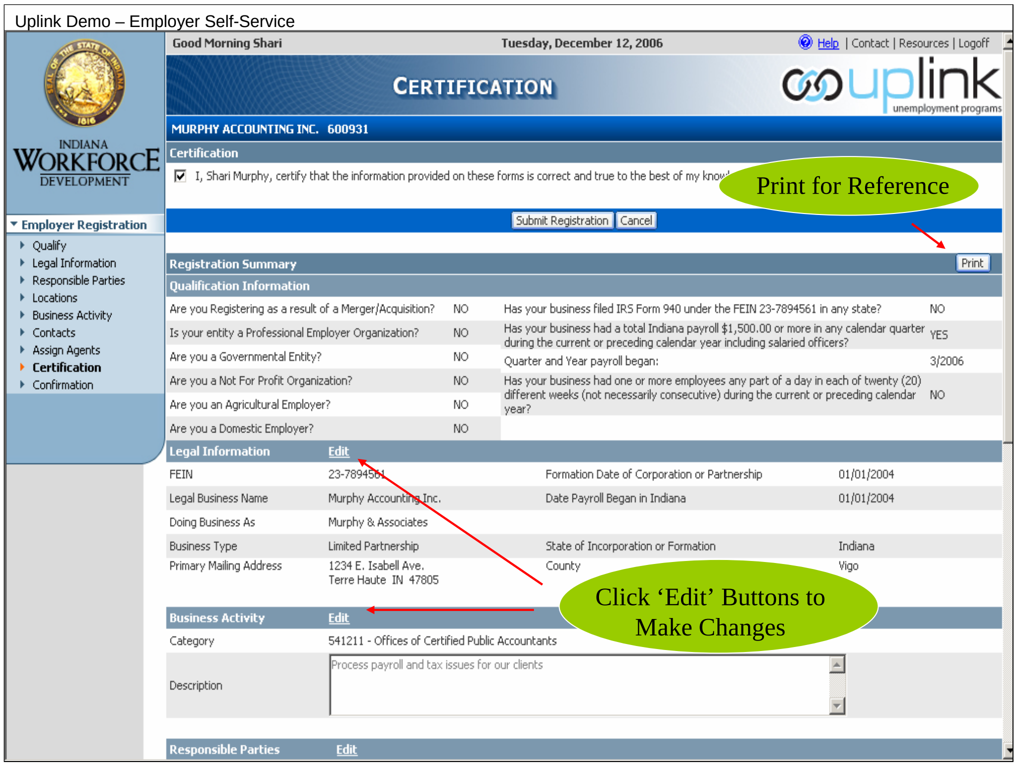
Clicking on the 'Agent Details Search' link allows you to choose from a list of agents registered with the state. Once you select and assign an agent they are added to the Correspondence Agents section of the screen.

You can only pick an agent from the list of available agents. If your agent is not on the list, the agent must go into the ESS system and register themselves as an agent. Once they are registered you will be able to select them from the list.

You can continue with the registration process without assigning an agent by clicking on the 'Next' button.

Uplink Helpful Hints ~

Click on the Resources link at the top right of the screen to access helpful links relating to unemployment insurance.



Certification is an important part of your registration process. On this screen you must review all of the information you entered and then click the check box to certify the information is correct. This screen will only be seen by you when you first register.

If changes to the information you have entered are necessary, you can click on a section 'Edit' button which will return you to the screen you wish to correct. Upon completing your changes and clicking the 'Next' button you will be returned to this screen showing the updated information.

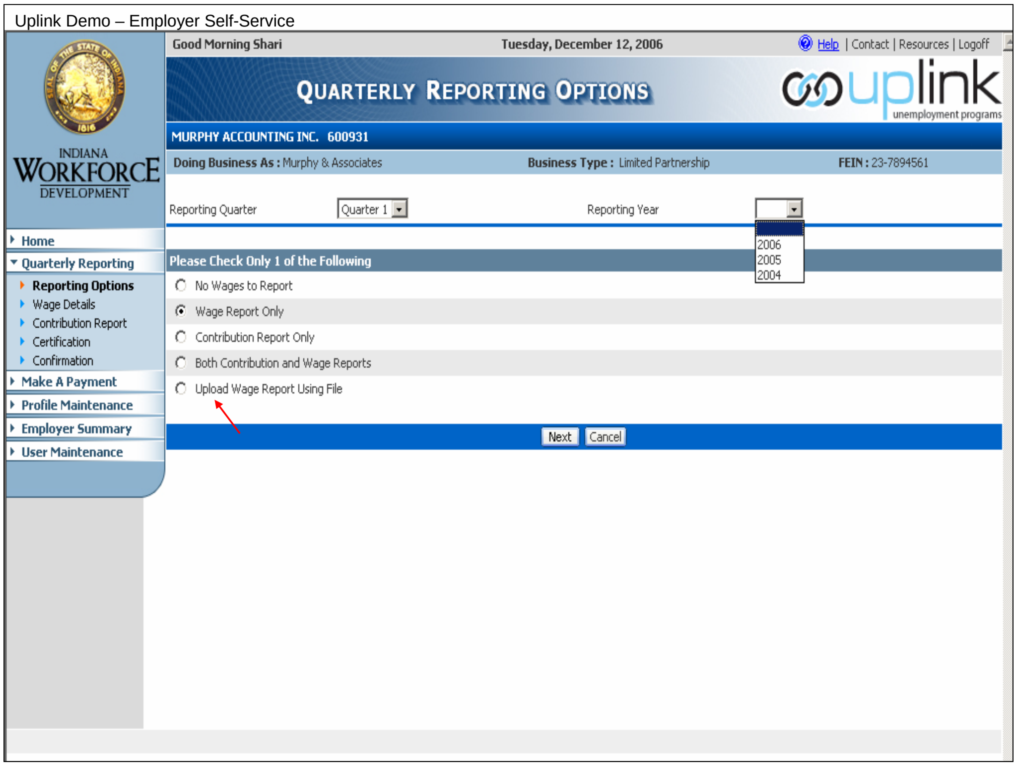
You should print your certification page before submitting your registration. The 'Print' button is located at the top right of the registration summary area.

Once you have checked your information and certified it is correct you may click on the 'Submit Registration' button. There is also a 'Cancel' button located here if you wish to return at a later time to submit your registration.

Once you have submitted your registration you will see a confirmation screen. This will complete your new registration process.

Uplink Helpful Hints ~

Dates should be entered using the MM/DD/YYYY format.



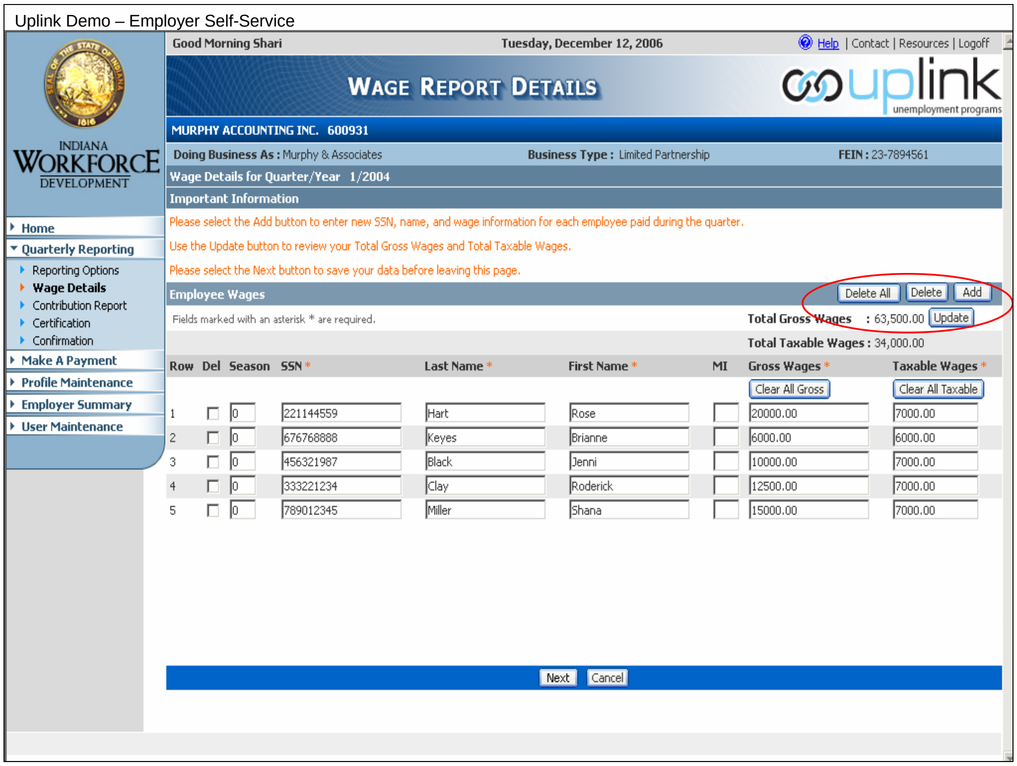
Once you complete your registration process you can file your quarterly reports in the Uplink system.

By selecting the Quarterly Reporting menu item you will see this screen. You may use the option buttons to select the report you would like to complete. You can file both the wage and contribution reports at the same time. If you file only the wage report and need to later file the contribution report you must select the contribution report only option to complete that report.

- Selecting 'No Wages to Report' takes you directly to a certification screen.
- You also have the option to upload your wage report using your own file. Only one quarter may be uploaded at a time.
- You can click cancel to back out of this screen.

Uplink Helpful Hints ~

You cannot file an amended report online once a report has been filed. Contact must be made with DWD at that point for assistance.



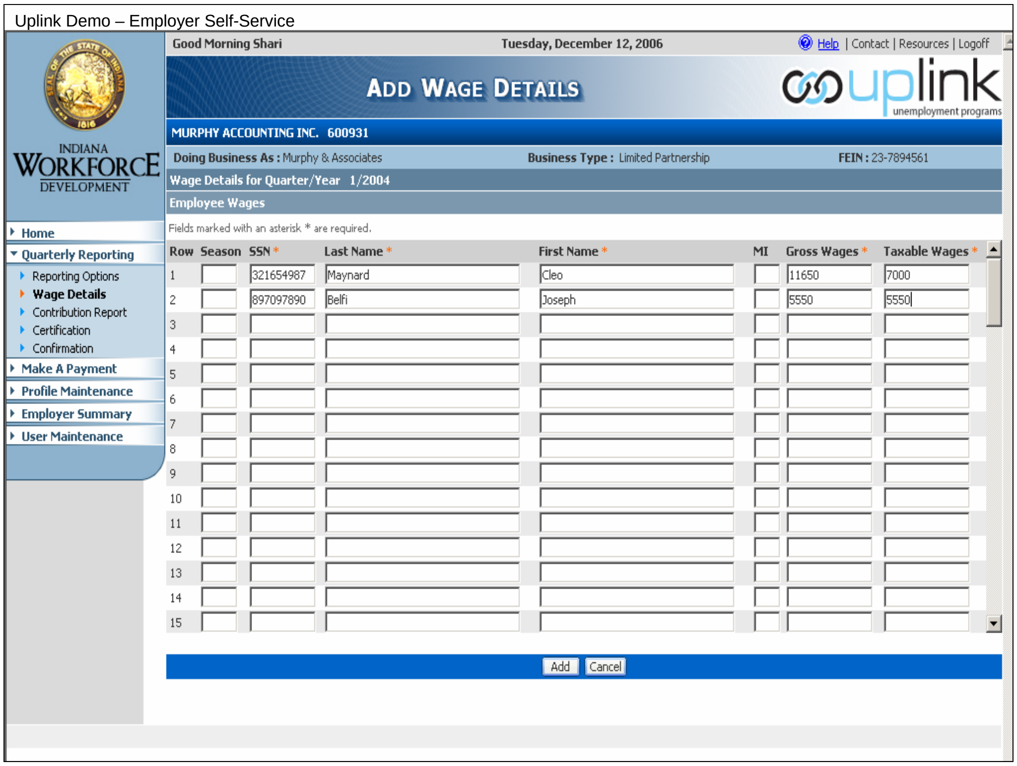
This is the screen you will see when selecting the Wage Report Only option on the previous screen.

There are buttons on the right side of the screen which allow you to 'Add' or 'Delete' employees and wage information. There is also a 'Delete all' button which allows you to choose all rows of data at one time. If you have an employee who is no longer with your business and/or there are no wages to be reported for that quarter you can choose to delete that employee's record for the quarter by clicking the checkbox on the left of the employee's information line and clicking the 'Delete' button on the Wage Report Details screen.

If you are adding employees to the list, do it prior to entering wages for existing employees.

Uplink Helpful Hints ~

Clicking on the 'Update' button provides an immediate revised sum of total gross wages and of total taxable wages.



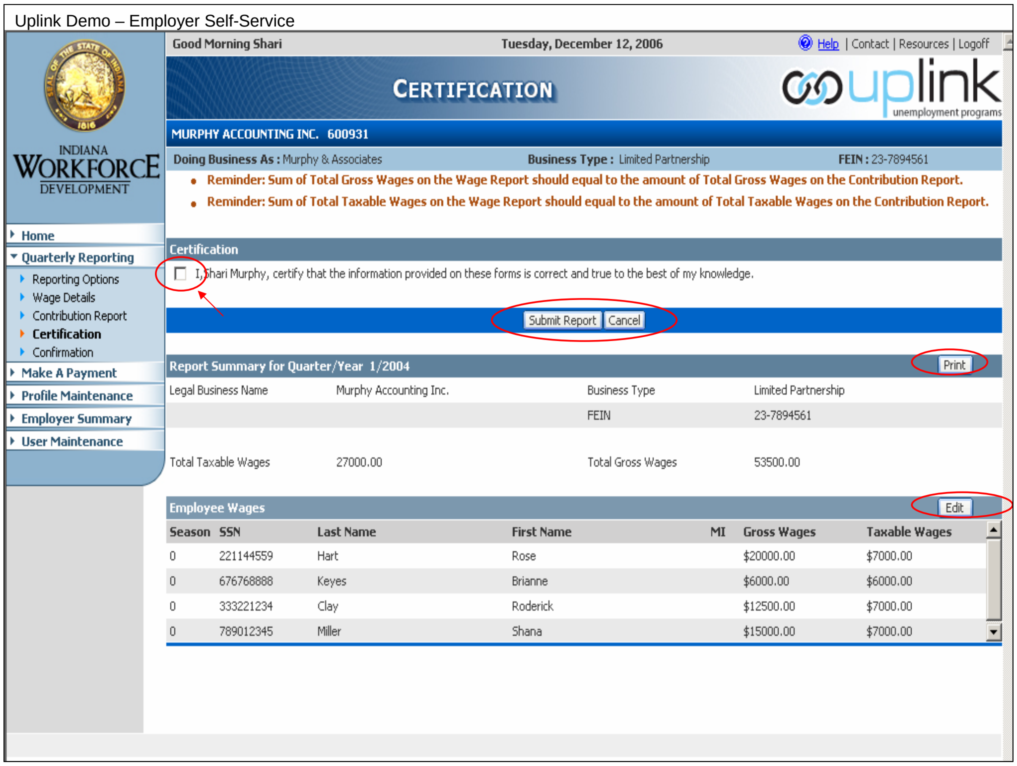
On the previous page you can click on the ‘Add’ button which allows you to add new wages records. You may then add the new records by entering the required employee and wage information.

After entering all wages, clicking the ‘Add’ button returns you to the Wage Details screen.

The ‘Cancel’ button will clear your information and return you to the Wage Details screen.

Uplink Helpful Hints ~

No spaces or hyphens are necessary when entering the employee social security number.



Once you have completed your wage report you will see this screen where you are asked to certify the information listed in the report summary is correct by clicking on the check box at the top of the screen.

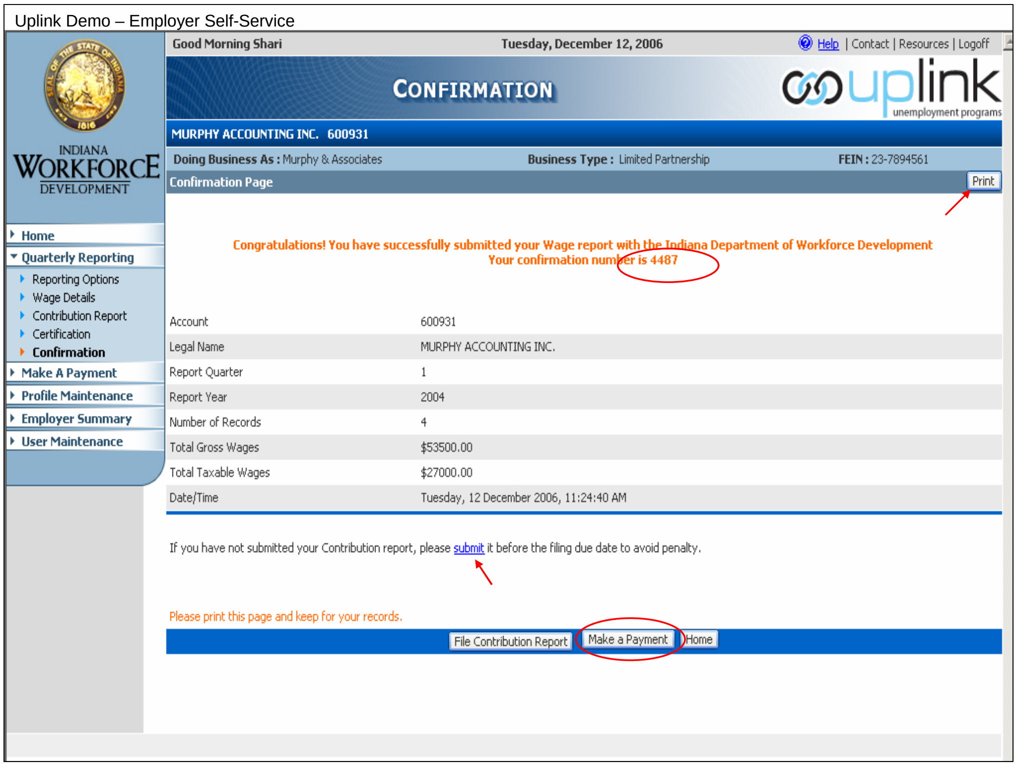
You should then click on the ‘Submit Report’ button to accept and submit your report for that quarter.

There is a ‘Print’ button on the right portion of the pane which allows you to print your report summary and certification.

Prior to submitting, changes to the quarterly report may be made from this screen by clicking the ‘Edit’ button to the right of the Employee Wages label.

Uplink Helpful Hints ~

Clicking on the ‘Cancel’ button will clear your entire report.



The wage report confirmation screen provides you with instant feedback that your report has been submitted, and provides you with a confirmation number. It also provides a summary of the report information.

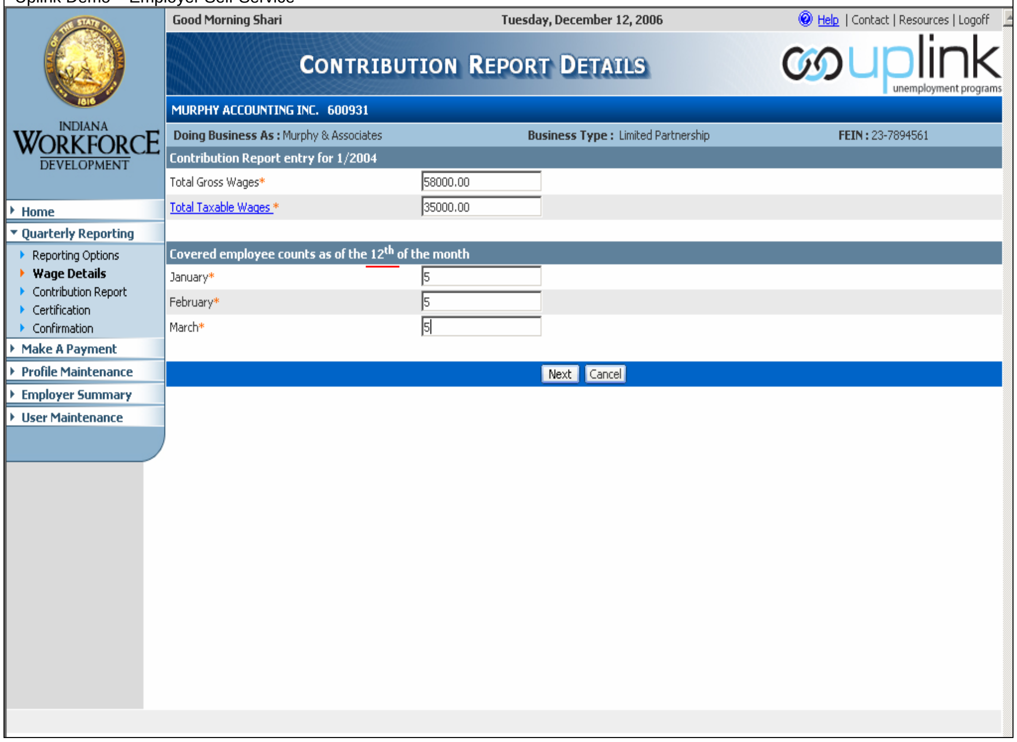
Click on the ‘File Contribution Report’ button to move to the Contribution Report menu item and begin the process of filing that report. There is also a ‘Make a Payment’ button which will take you to the payment process.

Click on the ‘Print’ button to print a copy of this page.

Uplink Helpful Hints ~

Click on the ‘Make a Payment’ button to immediately make a payment for the quarter just entered.

Uplink Demo – Employer Self-Service

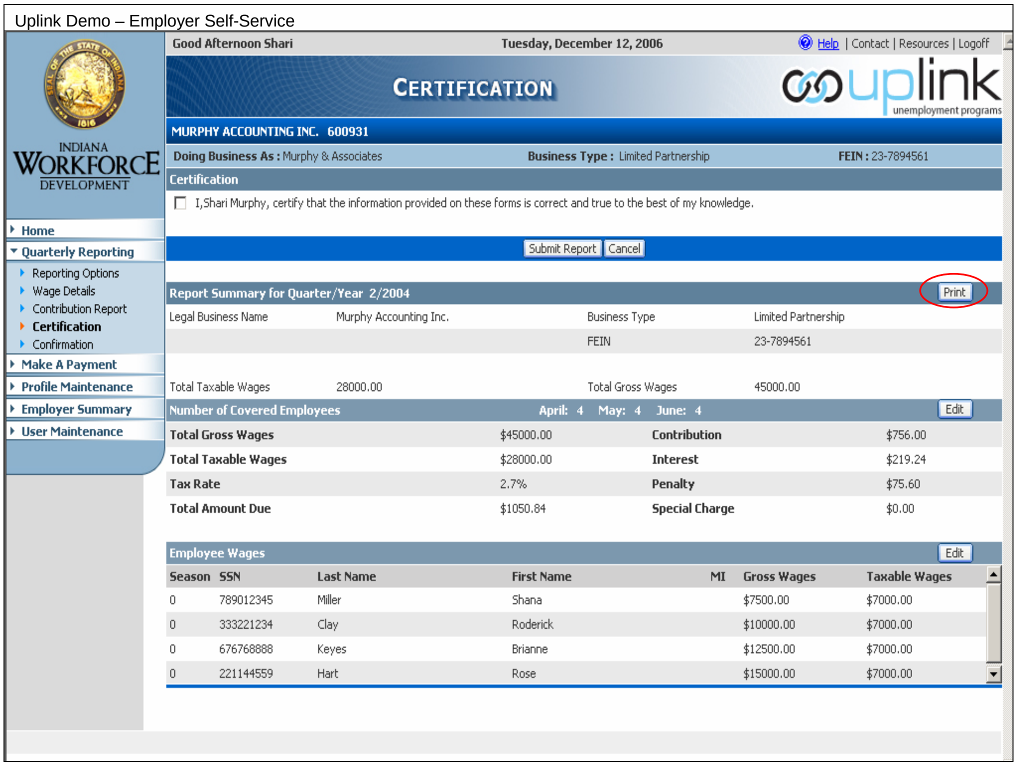


This is the Contribution Report Details screen. If the option was chosen to file both contribution and wage reports, this screen will pre-populate with information reported on the wage details screen of your wage report. If there are no wage details reported you are asked to enter the total gross wages and total taxable wages for the quarter. You are also asked to provide the number of employees you have for the week of the 12^{th} of the month for each month in the quarter for which you are reporting.

Click ‘Next’ to advance to the certification screen where you will be asked to certify your reports are accurate. Once certified, you will see the confirmation screen and be able to print your confirmation page. If you have not yet filed your wage report there is a ‘File Wage’ button on the confirmation page you can use to move to that section of Uplink and complete that report.

Uplink Helpful Hints ~

Taxable wages must be <= to the annual base wage amount (currently set at $7000).

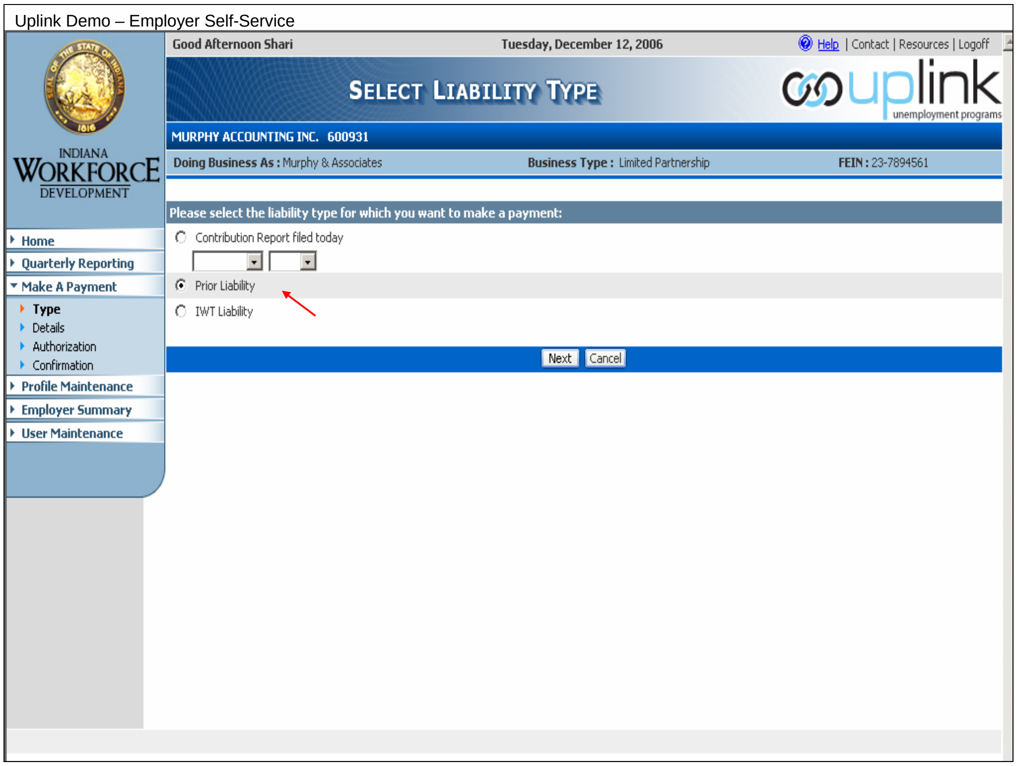


This is the certification screen you will see if you have filed your quarterly wage report and contribution reports in the same process. You must click in the check box at the top left of the page to certify your information is correct and then click on the 'Submit Report' button.

You are encouraged to print your report by clicking the 'Print' button on the right side of the Report Summary information bar.

Uplink Helpful Hints ~

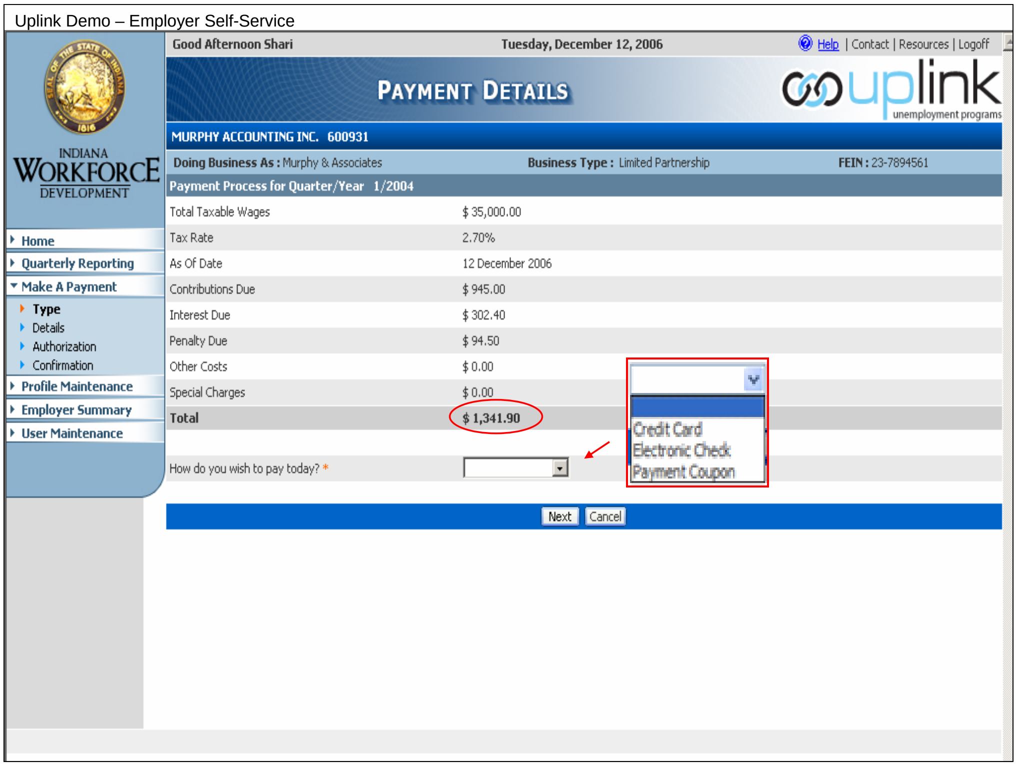
Changes to your reports can be made prior to certification by clicking the 'Edit' button on the left of each section's information bar.



When selecting the Make a Payment menu item this is the first screen you will see. You must choose the liability type for which you wish to make a payment. Selection choices are Contribution Report filed today, Prior Liability, and IWT Liability.

Uplink Helpful Hints ~

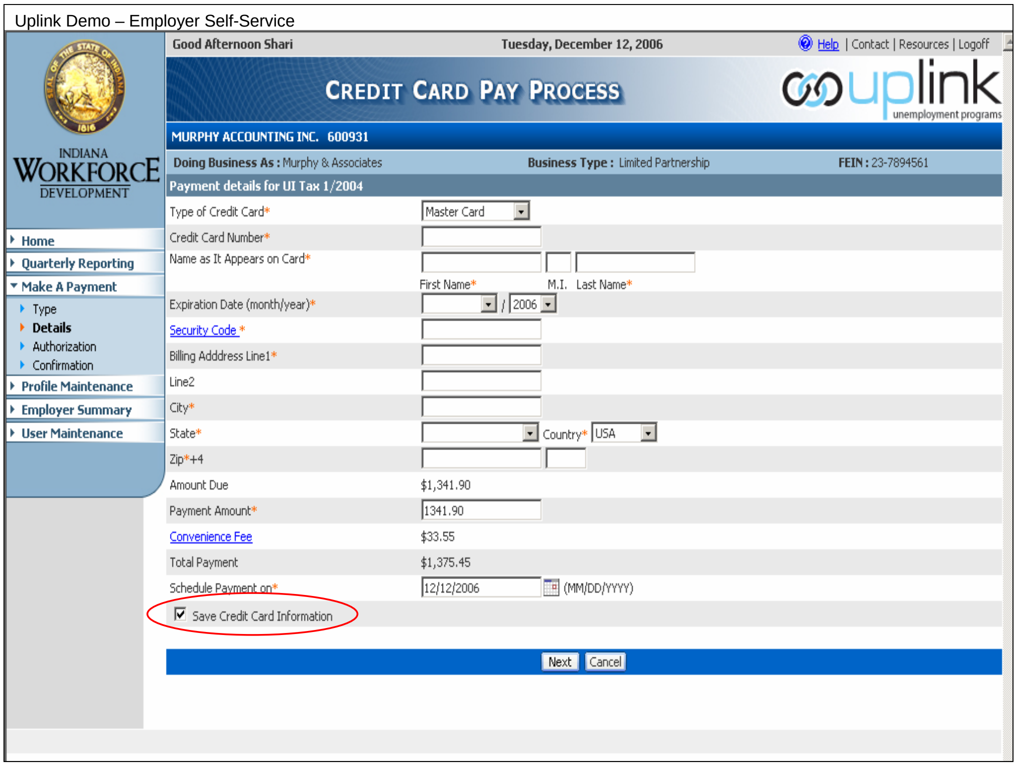
If you are selecting to make a payment for a contribution report you have just completed, you must select the quarter and year of the report.



After selecting your liability type this screen will provide you with payment details and show the total amount currently due. You can choose to pay by either electronic check, payment voucher, or credit card.

Uplink Helpful Hints ~

This screen will provide you with your tax rate and the total amount due.



If you choose to pay via credit card this screen allows you to enter your credit card information. Mandatory fields are indicated by the orange asterisk.

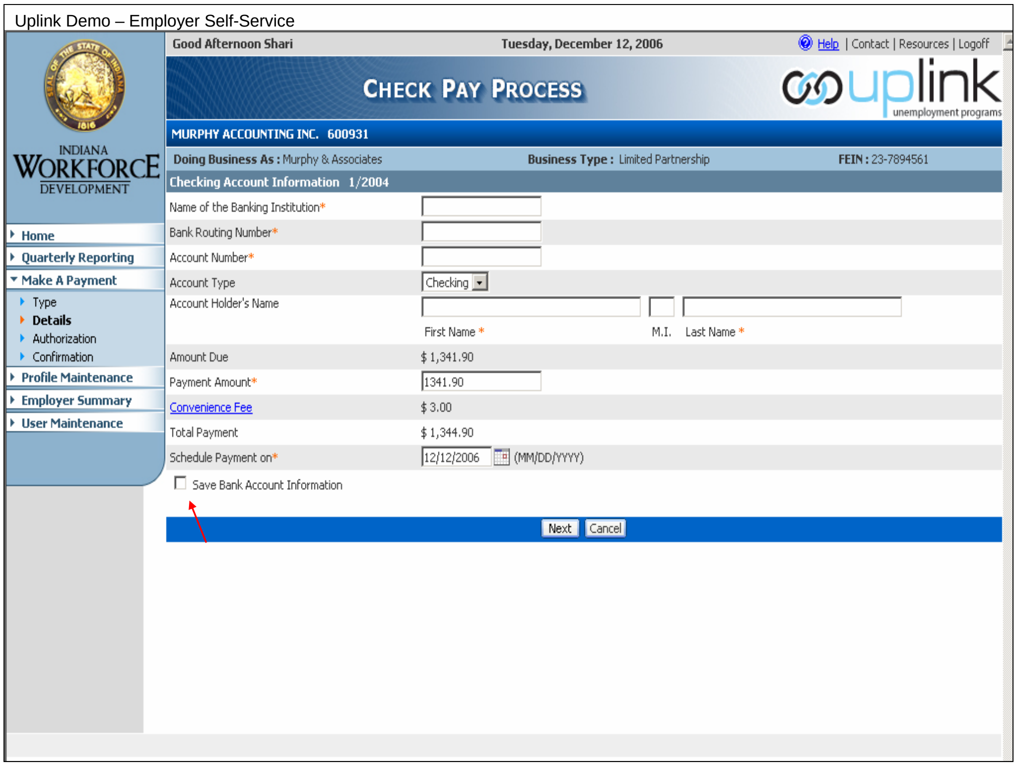
You may select from MasterCard, Visa, Discover, American Express. The security code is a 3 or 4 digit number found under the signature line on the back of the card.

You can schedule a payment for a specific date by using the calendar icon or entering the date.

You can save your credit card information by clicking in the check box at the lower left of the screen. This information must be saved each time you make a payment.

Uplink Helpful Hints ~

A credit card fee of 2.5% (minimum $1.00) of the total payment amount is charged by the payment processor as a convenience fee.



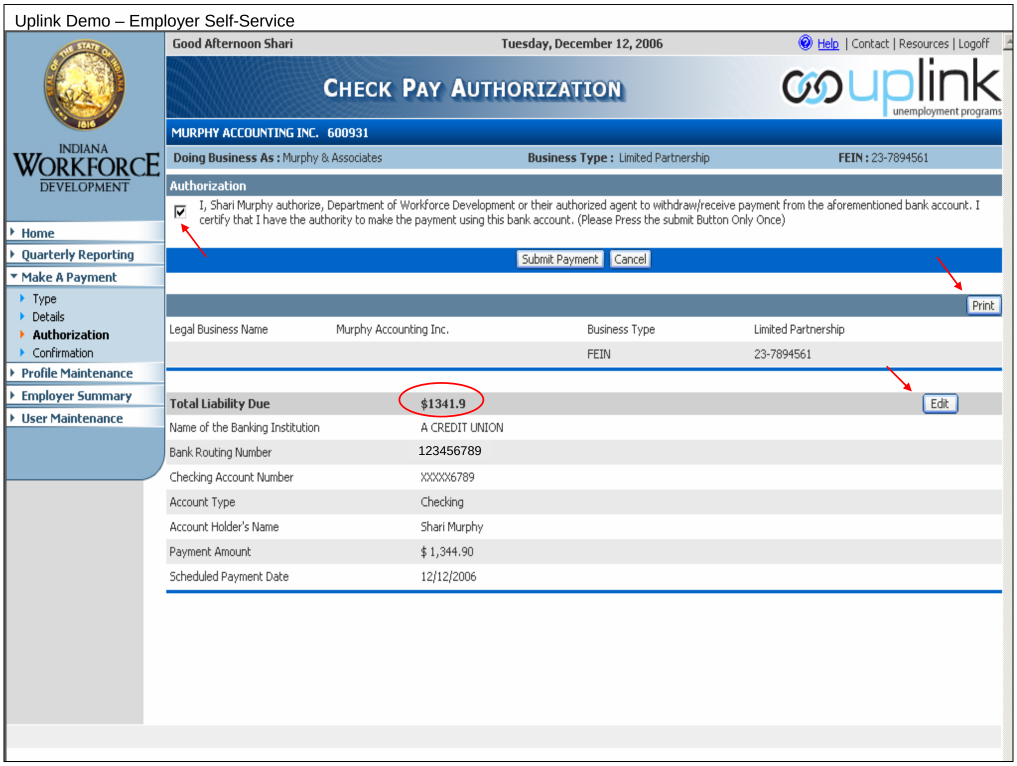
When selecting eCheck as your method of payment you will advance to this screen where you are able to enter your bank account information.

The convenience fee charged by the payment processor for using eCheck is $3.00.

Clicking ‘Next’ will advance you to a screen where you will be asked to authorize your check payment. You will then be linked to the confirmation screen.

Uplink Helpful Hints ~

Click the ‘Save Bank Account Information’ box for it to be readily available for your next payment.



On this screen you are asked to authorize the payment by clicking in the check box at the top of the pane and then pressing the 'Submit Payment' button.

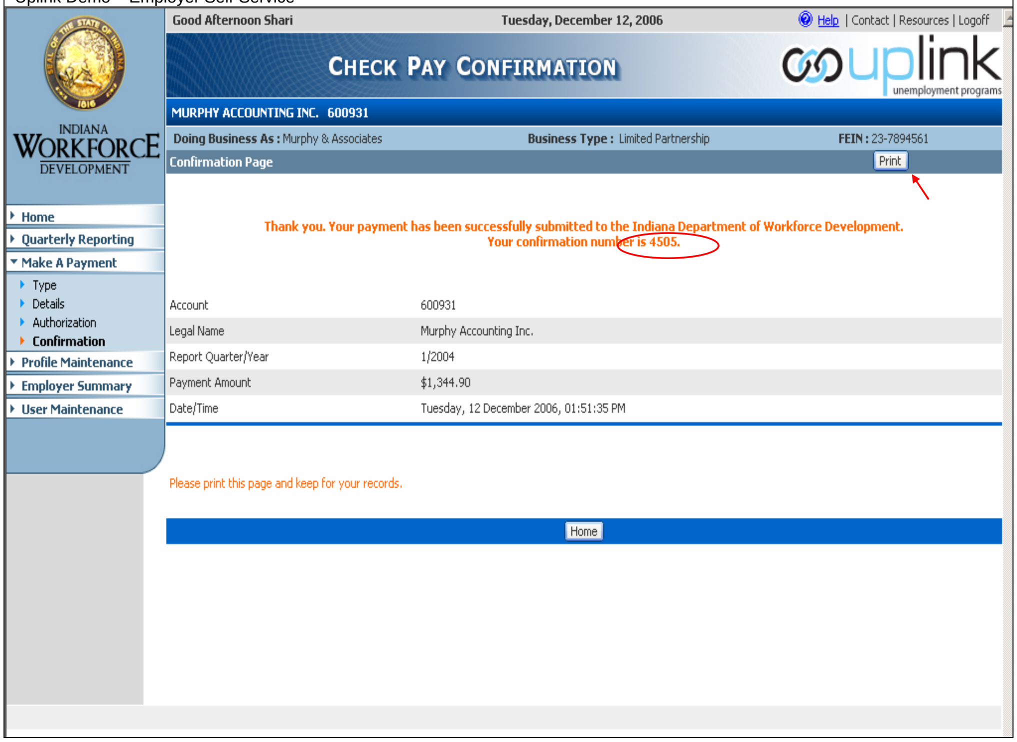
Clicking the 'Cancel' button will allow you to clear your payment.

You can 'Edit' your entries, or 'Print' the page from this screen.

Uplink Helpful Hints ~

The submit payment button should only be clicked one time to avoid making duplicate payments.

Uplink Demo – Employer Self-Service

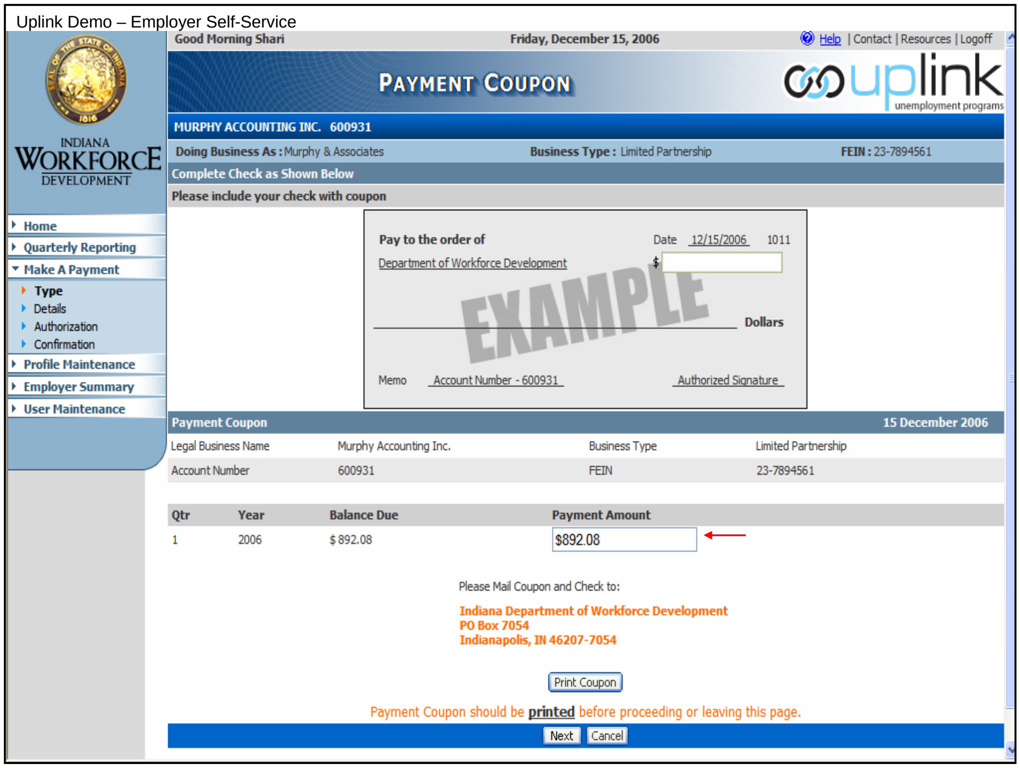


This is the check payment confirmation screen. You are given a confirmation number which is listed in the paragraph at the top of the pane. Also listed is the account information, payment information, and the processed date and time.

You should print a copy of this page for your records using the ‘Print’ button at the top right of the screen.

Uplink Helpful Hints ~

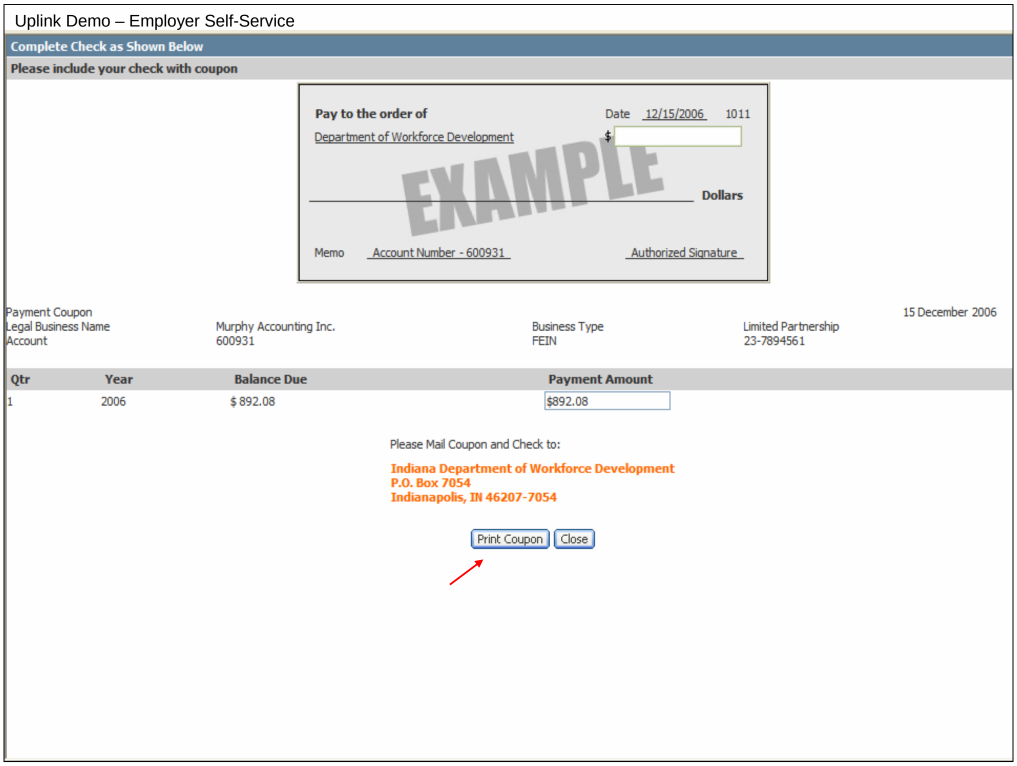
Click ‘Home’ to return to the employer summary home page.



This is the screen you will use if choosing to make a payment on your account using the payment coupon option. You will be able to fill in the payment amount in the box under the Payment Coupon information bar, print off the payment coupon, and mail it in with your check. The ‘Print Coupon’ button at the bottom of the screen will allow you access to the following pop-up screen.

Uplink Helpful Hints ~

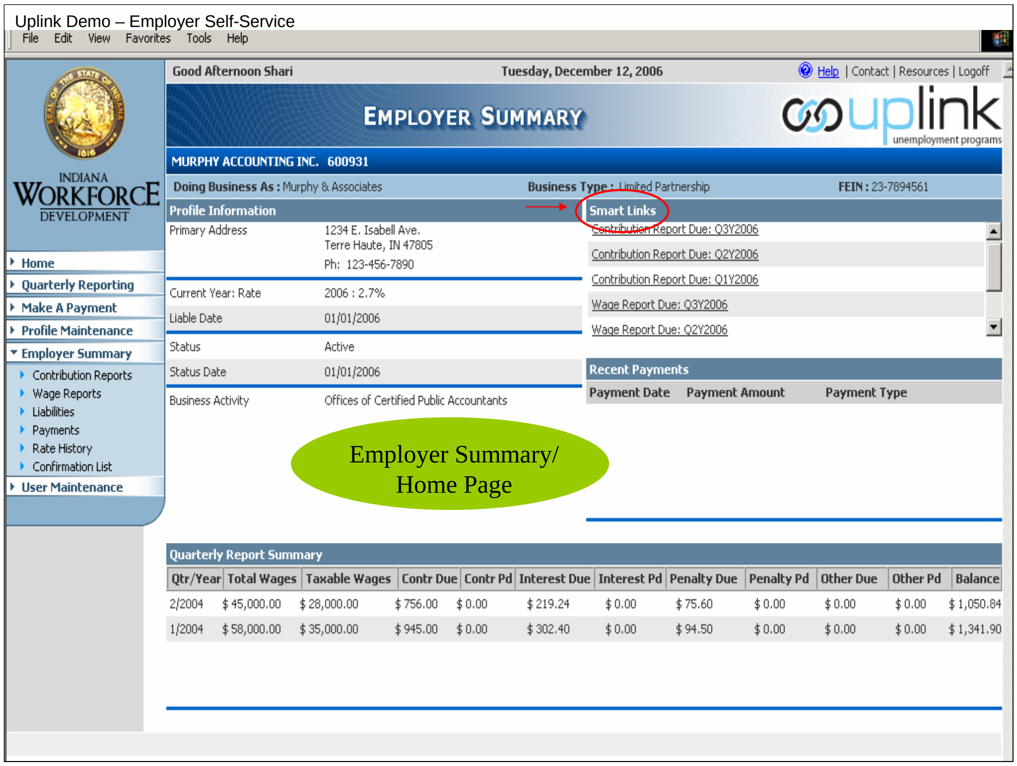
Make sure your pop-up blocker is disabled prior to clicking on the ‘Print’ button.



This pop-up screen is what you will see after clicking the 'Print Coupon' button on the Payment Coupon screen. To print the coupon you must click on the 'Print Coupon' button on this screen which will open the print dialogue box on your PC. You can then choose to send the coupon to your printer.

Uplink Helpful Hints ~

Include the coupon with your check for mailing but do not staple.

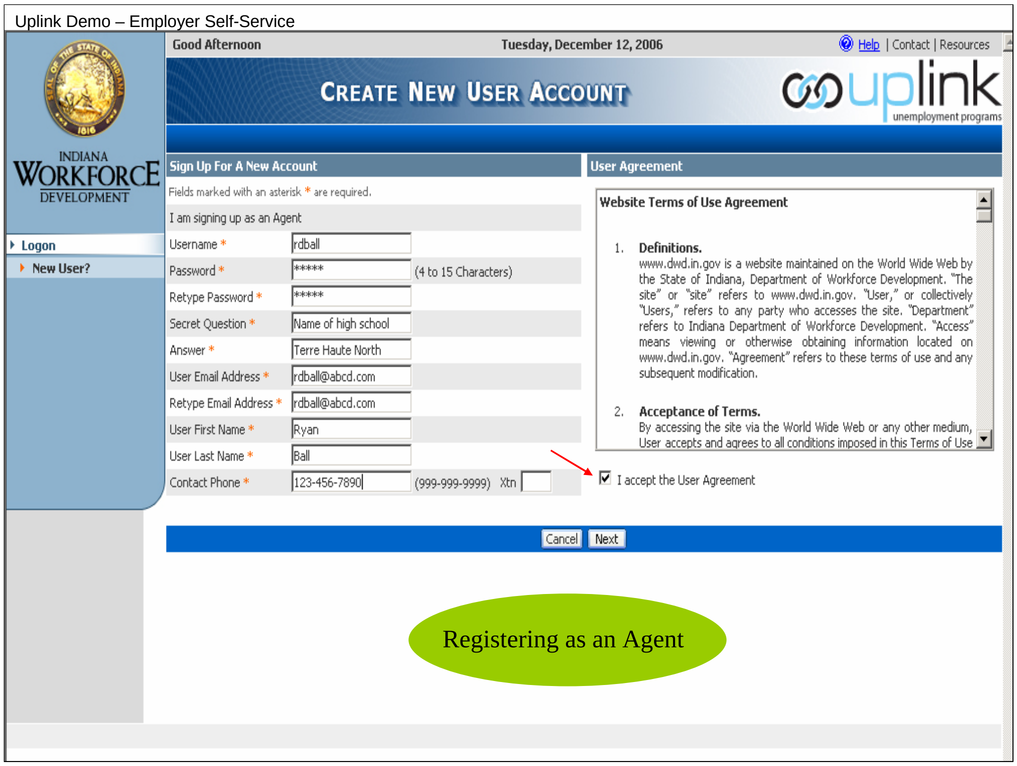


The Employer Summary screen is the home page for the Uplink Employer Self-Service system and is where you will begin after logging into the system. This screen provides a summary of important activity on your account. You can access this page by clicking on the 'Home' menu item on the navigation bar from any screen.

Smart Links to additional account information are available in this pane also. The Smart Links will notify you of any reports that are due or past due and will link you to the appropriate screens to enable you to take action.

Uplink Helpful Hints ~

Once on this screen you can use the navigation pane to move to other items in the employer summary topic list.



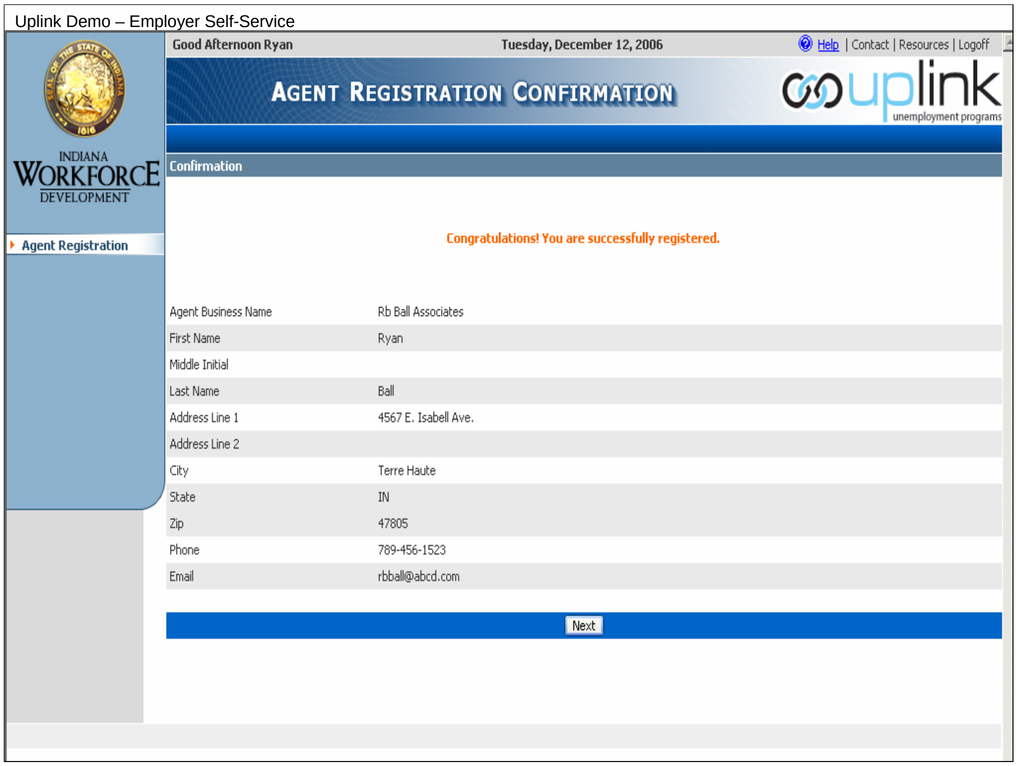
If you are registering as an agent, as you indicated on the new user screen, this is the screen you will see. You are asked to provide your user account information here. Don't forget to check the 'Accept the User Agreement' box before clicking on the 'Next' button.

Both employers and agents can register in Uplink. This screen and the following page will provide information for those registering as an agent.

After completing this screen you will return to the logon screen where you can logon and complete your registration process.

Uplink Helpful Hints ~

You are encouraged to print all confirmation pages for your records.

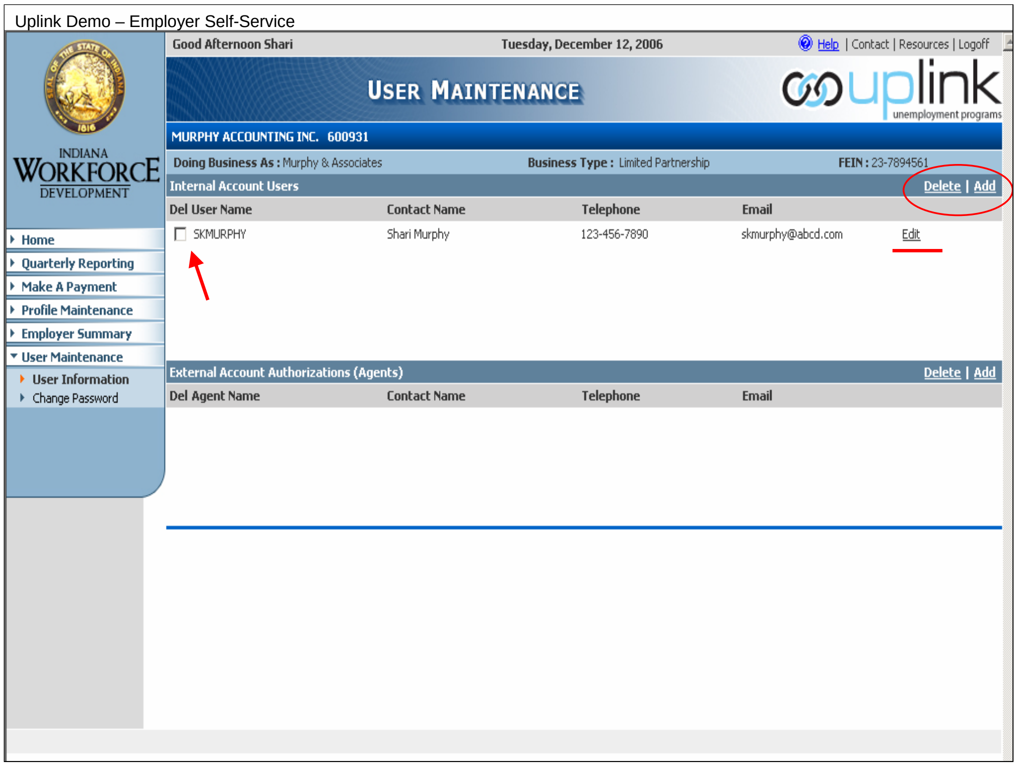


To be a registered Agent with DWD, you must provide contact information including your email address.

Upon completion of the agent registration process you will see a confirmation screen indicating you have successfully registered as an agent with the Indiana Department of Workforce Development.

Uplink Helpful Hints ~

Registering as an agent allows your name to be included on the list employers access to select an agent.



This is the User Maintenance screen. You can select this topic on the left navigation bar. This screen will allow you to edit, add or delete internal account users; edit, add or delete external account authorizations (agents); and change your password.

Click the check box to remove an internal or external user and then click the 'Delete' button. You may also change your entries by selecting the 'Edit' button at the end of each user information row.

Uplink Helpful Hints ~

The Help system contains a glossary of frequently used terms common to unemployment insurance.